

Study Area

Code: ANCMF-AU-EF-SA-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Vacuum carpeted areas and mop hard floors.
- Sanitise high-touch surfaces such as door handles, light switches, and shared equipment.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring the use of colour-coded cleaning cloths to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch surfaces with an appropriate disinfectant, allowing adequate contact time as per manufacturer's instructions.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.

Equipment

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|------------------------------------|----------------------------|--------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Squeegee |
| • Vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch surfaces are sanitised and free of smudges; windows are crystal clear; no odours present; bins are empty and clean.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; windows have minor streaks; bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch surfaces are partially sanitised; windows have visible streaks; bins are not emptied or have noticeable odour.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch surfaces are not sanitised; windows are dirty; bins are overflowing or emit strong odour.